

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
 Expense Dates 04/03/13-04/04/13
 Form ID TEA000039343
 Approver Richard J Chivaro
 Start Date/Time 04/03/13 / 1940
 End Date/Time 04/04/13 / 2040
 Trip Location Sacramento
 Purpose of Trip Official SCO business. Mtgs at BOE.
 Authorization #/ Trip # /

REPORT TOTALS

Report Total 604.75 USD
 Department Paid 184.06 USD
 Advance Schedule Amount 0.00 USD
 Amount Due Employee 420.69 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/03/13	Airfare - Commercial	146.24	Department Paid	United States (US	1.00		146.24
04/03/13	Airfare - Commercial	62.54	Cash	United States (US	1.00		62.54
04/03/13	Lodging	95.76	Cash	United States (US	1.00		95.76
04/03/13	Incidentals	6.00	Cash	United States (US	1.00		6.00
04/03/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65
04/03/13	Parking, Auto	8.00	Cash	United States (US	1.00		8.00
04/04/13	Airfare - Commercial	208.79	Cash	United States (US	1.00		208.79
04/04/13	Breakfast	6.00	Cash	United States (US	1.00		6.00
04/04/13	Lunch	10.00	Cash	United States (US	1.00		10.00
04/04/13	Auto/Car Rental	37.82	Department Paid	United States (US	1.00		37.82
04/04/13	Gasoline	7.30	Cash	United States (US	1.00		7.30
04/04/13	Personal Auto Mileage	5.65	Cash	United States (US	1.00		5.65
04/04/13	Parking, Auto	5.00	Cash	United States (US	1.00		5.00

Expense Sub-Totals

Auto/Car Rental 37.82
 Airfare - Commercial 417.57
 Gasoline 7.30
 Parking, Auto 13.00
 Breakfast 6.00
 Lunch 10.00
 Incidentals 6.00
 Lodging 95.76
 Personal Auto Mileage 11.30

Review Items - Exceptions and Questions

Text	Response	Policy
Receipt and travel itinerary required for this expense item.		ER Department Policy #1

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Receipt and travel itinerary required for this expense item.

ER Department
Policy #1

**CalATERS-Global
Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY						
Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
04/03/13	Airfare - Commercial	146.24	Reimbursable			Yes
04/03/13	Airfare - Commercial	62.54	Reimbursable			Yes
04/03/13	Lodging	95.76	Reimbursable			Yes
04/03/13	Incidentals	6.00	Reimbursable			No
04/03/13	Personal Auto Mileage	5.65	Reimbursable			No
04/03/13	Parking, Auto	8.00	Reimbursable			No
04/04/13	Airfare - Commercial	208.79	Reimbursable			Yes
04/04/13	Breakfast	6.00	Reimbursable			No
04/04/13	Lunch	10.00	Reimbursable			No
04/04/13	Auto/Car Rental	37.82	Reimbursable			Yes
04/04/13	Gasoline	7.30	Reimbursable			Yes
04/04/13	Personal Auto Mileage	5.65	Reimbursable			No
04/04/13	Parking, Auto	5.00	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage